

# TIE-02306

## Introduction to Software Engineering 2019-20, 1-2. periods

5 credit units

TA-gen-groupwork-2019-v2

### current course news 1

#### Grouping strongly ongoing...

- anybody without a group ?
- any not-yet-full groups ?

You may sign almost-full groups to Moodle, and free students may ask to join those.

**INDEPENDENT**

NEWS POLITICS VOICES FINAL SAY SPORT CULTURE VIDEO **INDY/LIFE** HAPPY LIST INDYBEST LONG READS INDY100 VOUCHERS MINDS

News > UK > Home News

## Edinburgh tram post-mortem begins after project arrived years late and hundreds of millions over-budget

Beginning of the investigation into much-maligned service has been subject to a minor delay of its own

**Chris Green** Scotland Editor | @cghgreen |  
Tuesday 6 October 2015 15:50 |

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## current course news 2

**Weekly exercises start this week:**

- **WED 16-18** at TB215 and
- **THU 16-18** TB214.

**WE1 this week: Introduction to requirements.**

**Project assignment deliverables' deadline is **Sundays at 2359**.**

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03.09.2019

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## general guidelines and hints

- current course news
- groupwork; known problems and solutions
- meeting hints
- documentation in general
- filenames and other "engineering touch"

## Common problems in international student groups [10 tips to succeed in GSE, 2012]

Differences in background may cause problems

- **language** (e.g. spoken, meaning of words)
- **technical background** (e.g. coding skills), but everybody is good at some task
- **openness in communication** (e.g. critique)
- **time** (flexible..punctual)
- **commitment** (e.g. firm decisions)
- **teamwork** (e.g. more own decisions).

## Possible conflicts in groups

- There may be some interpersonal problems, perhaps different working habits or cultural differences, or most likely **misunderstandings**.  
**Solve all issues right away within your group.**

## Causes of conflicts [Borg et al., 2011]

- **ambition differences** (agree credit goals !)
- **cultural differences**
- **bad communication**
- **strong wills**
- **unclear goals**
- **different prior knowledge (studies)**
- **aversion/dislike towards methods/tools.**

- state group rules early & clearly
- encourage to discuss problems
- well-defined roles
- clear work division (e.g. Kanban board)
- start work with small tasks.

**"World is full of friends you have not yet met."**

You may well **co-operate** with fellow students,  
but **NOT COPY** other's work.

## Project group's weekly meeting

- It is strongly recommend that groups try to find a fixed **weekly** meeting time (and place).
- If you don't have many matters/issues to discuss, it is still worth having a short meeting "around the same table" ("F-2-F") weekly. Something may pop up and come to mind during the meeting.
- There are many reports from pervious courses' groups which tried to agree a meeting time one week at a time (difficult). Also many groups realised that **virtual meetings are less productive than face-to-face meetings** (well, you already knew that...).

## Meetings have five essentials (M5E)

1. An **agenda** is sent to participants beforehand, at least on the day before
2. Somebody acts as a meeting **chair**
3. Somebody writes a meeting **memo** (filename ?, stored at ?)
4. That memo is stored somewhere **available** (so errors and misunderstandings may be found quickly)
5. There is some way (who and by what media) to **inform** those who could not participate the meeting.

It may well happen that you need to check something from a memo days or weeks later. As well as from communication channel text flow (log ?).

## General project meetings tips

- Find out at the beginning of a meeting, if anybody is having **any time limits** this time (e.g. has to leave after 30 min.)
- Smart groups are making their meeting agenda such a way, that **first will be discussed**
  - matters that interest the whole group
  - matters that are most important
  - matters that must be reacted quickly.
- Groups may agree turns for bringing some bun or candy etc. to the meeting ; -)
- Groups may agree some kind of "penalty" (e.g. coffee and bun, or one euro to the pot) for being late from the meeting starting time. ; -)

## Document part names

**1 Chapter** (FI: luku)

**1.1 Section** (FI: kohta)

**1.2.3 Section** (FI: kohta)

**(text) paragraph** (FI: (teksti)kappale)

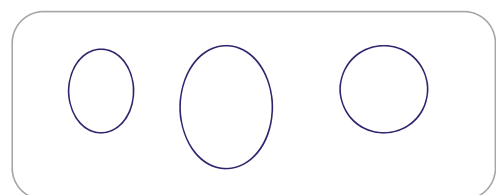
**Smart professionals use header and footer at every page, so that every page can be traced to author/writer, with modification date (and perhaps version number).**

## Documentation basics

All lists would be in alphabetical order, if not reasonable otherwise.

Picture identification text is after picture/figure.

Table identification text is before table.



Picture 1. Three examples of zeros.

Table 2. List of Body brothers' data.

Name	Stud no	UserID
Sam Body	020919	sabo
Any Body	030919	anbo
No Body	040919	nobo

## File naming; use unique filenames

Always use filenames which **identify the work** and author/group.

Pessimist engineers do not use scandinavian alphabets nor blanks in filenames (such ensures compatibility between different systems). Although many current operating systems allows such.

At ItSE course we have guided project groups to use a certain format in filenames; such also makes assistants' life easier (to quickly find a specific group's work).

E.g. **G42-ItSE2019-Req1-v3.pdf** or **G62-ItSE2019-Req2-v5.pdf**

Write "requirements.doc" to web browser search engine...